# SPECIAL EVENT PERMIT

*Instructions: Please fill out the attached application and all requested materials for the review of your application. An application will not be processed, or a date confirmed until all materials have been submitted. Please allow 2 weeks from the date of submittal to receive final approval. Upon approval of your event, you will receive an email stating approval and the permit can be picked up from the Aurora City Hall, 303 Derting Road.*

Application Checklist:

- Site Diagram
- Detailed Summary of Event
- Certificate of Liability Insurance
- Park Special Use Permit (If event is occurring on city property or parkland)
- Pavilion Reservation Form (If applicable)
- If event location property is owned by someone other than the applicant, a signed memo stating that the applicant has permission to use the property must be attached
- If event location will impact any businesses (for instance: their parking, or access to their business), a signed memo by all affected business owners stating that they approve of the event must be attached

## EVENT – PLEASE PRINT

| | | | |
|---|---|---|---|
| **Event Name** | | **Event Date(s)** | |
| **Event Address** | | **Set-up Date/Time** | |
| **Host / Organization** | | **Event Time(s)** | |
| **Contact Person** | | **Contact's Cell #** | |
| **Contact's Email** | | | |
| **Property Owner** | | **Owner's Cell #** | |

## EVENT DESCRIPTION – PLEASE PRINT

**General Description** (Please include types of activities, structures, planned parking, rides, food, canopies, large tents, etc)




**Will you have food vendors?   YES    NO**
(If yes, they are required to obtain a separate permit through the City of Aurora – Development Permitting Department)

**Will you be serving/selling alcohol?   YES    NO**
(If yes, police officers will be required on-site)

**Will you be requesting police?   YES    NO**

**Will you be requesting on-site EMS?   YES    NO**

*INDEMNITY CLAUSE*

- *USER, BY EXECUTING THIS SPECIAL EVENT APPLICATION AND THE MUTUAL CONSIDERATION CONTAINED HEREIN WHICH IS ACKNOWLEDGED AND AGREED, HEREBY AGREES TO INDEMNIFY, HOLD HARMLESS, AND DEFEND THE CITY, ITS OFFICERS, AGENTS, AND EMPLOYEES FROM AND AGAINST ALL LIABILITY FOR ANY AND ALL CLAIMS, SUITS, DEMANDS, AND/OR ACTIONS FOR DAMAGES TO PERSON (INCLUDING DEATH), PROPERTY DAMAGE (INCLUDING LOSS OF USE), AND EXPENSES INCLUDING COURT COSTS AND ATTORNEY'S FEES AND OTHER REASONABLE COSTS OCCASIONED BY OR ARISING OUT OF USERS OF PUBLIC SPACES AND/OR ACTIVITIES CONDUCTED IN CONNECTION WITH OR INCIDENTAL TO THE REQUESTED PERMIT AND ARISING OUT OF OR RESULTING FROM THE INTENTIONAL ACTS OR NEGLIGENCE OF USER, ITS OFFICERS, AGENTS, EMPLOYEES OR PERSONS PARTICIPATING IN THE EVENT SPONSORED BY THE USER.*
- *USER MUST FURTHER AGREE THAT IT SHALL, AT ALL TIMES, EXERCISE REASONABLE PRECAUTIONS ON BEHALF OF, AND BE SOLELY RESPONSIBLE FOR THE SAFETY OF ITS OFFICERS, AGENTS, EMPLOYEES, PARTICIPANTS, VISITORS AND OTHER PERSONS, AS WELL AS THEIR PROPERTY, WHILE IN OR ON THE PUBLIC SPACES OR INVOLVED IN ACTIVITIES IN CONNECTION WITH OR INCIDENTAL TO THE PERMITTED USE OF THE PUBLIC SPACES UNDER THIS PERMIT. IT IS EXPRESSLY UNDERSTOOD AND AGREED THAT CITY SHALL NOT BE LIABLE OR RESPONSIBLE FOR THE NEGLIGENCE OF USER, ITS AGENTS, SERVANTS, EMPLOYEES, CUSTOMERS, VISITORS, AND PARTICIPANTS.*
- *IT WILL BE FURTHER AGREED WITH RESPECT TO THE ABOVE INDEMNITY, THAT CITY AND USER WILL PROVIDE THE OTHER WITH PROMPT AND TIMELY NOTICE OF ANY EVENT COVERED IN ANY WAY, DIRECTLY OR INDIRECTLY, CONTINGENTLY OR OTHERWISE AFFECT OR MIGHT AFFECT THE USER OR CITY, AND CITY SHALL HAVE THE RIGHT TO COMPROMISE AND DEFEND THE SAME EXTENT OF ITS OWN INTERESTS.*
- *USER WILL FURTHER AGREE THAT THIS INDEMNITY PROVISION SHALL BE CONSIDERED AS AN ADDITIONAL REMEDY FOR CITY AND NOT AS AN EXCLUSIVE REMEDY. I HAVE READ AND UNDERSTAND THE SPECIAL EVENTS POLICY AND AGREE TO TERMS OF SAID POLICY.*

| Applicant's Name | | Property Owner's Name | |
|---|---|---|---|
| Applicant's Signature | | Property Owner's Signature | |
| Date | | Date | |

## FOR OFFICIAL USE ONLY – DO NOT WRITE BELOW THIS LINE

| APPLICATION RECEIVED | | RECEIVED BY | |
|---|---|---|---|
| WISE CO ES COORDINATOR NOTIFIED | | NOTIFIED BY | |
| POLICE SCHEDULED | | SCHEDULED BY | |
| FIRE DEPT SCHEDULED | | SCHEDULED BY | |
| EMS SCHEDULED | | SCHEDULED BY | |
| PERMIT APPROVED/DENIED | | PERMIT PROCESSED BY | |